



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, January 03, 2011

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:06 p.m. on Monday, January 03, 2011 in the City Hall 5<sup>th</sup> floor large conference room by Chairperson Ellie Bennett.

### Present:

Bob Gordon  
Ellie Bennett  
Erin House  
Arthur Butler  
Jackalyn Rawlings  
Norman Powell  
Jeremy Hammond  
Rhonda Strout  
Colene Torres

### Excused Absence:

Woodie Rucker-Hughes

### Unexcused Absence:

Robin Treen

### Guests:

Brad Hudson – City Manager  
Neil Okazaki – Deputy City Attorney

**Public Comment Period:** No comments made.

### A. Approval of December 06, 2010 Minutes

Motion to approve: Erin House  
Second: Bob Gordon  
Ayes: All

### B. Agenda Items

At the direction of the Chairperson, agenda items #6, #7 and #8 were taken out of turn.

#### 1. Discussion of Grievance Hearing Process – Ellie Bennett, Chairperson; Neil Okazaki, Deputy City Attorney

- As a result of a personal emergency, City Attorney Gregory Priamos was not able to attend. Deputy City Attorney Neil Okazaki attended on his behalf.
- Board Member Bob Gordon motioned to continue the Discussion of the Grievance Hearing Process to February's agenda with a second by Vice-Chairperson Art Butler. The motion passed with five (5) Ayes and one (1) Nay.

## **2. City Manager Discussion – Brad Hudson, City Manager**

- City Manager Brad Hudson had an informal conversation with the Board providing various updates regarding the City and its budget.
- City Manager Brad Hudson stated that the City has dealt with some of the current personnel budget difficulties through attrition.
- City Manager Brad Hudson wished to acknowledge Board Member Woody Rucker-Hughes for participating on the interview panels for the recruitment of the Police Chief and Community Police Review Manager.
- Board Member Jackalyn Rawlings encouraged the City Manager to remain an active participant in the Boards activities.
- Chairperson Ellie Bennett complimented the City's progress with its renaissance program and requested that the reporting structure for Human Resources Director Rhonda Strout remain as a direct report to the City Manager.

## **3. Review of Human Resources Personnel Policies and Procedures – Jeremy Hammond, Deputy Human Resources Director**

- Deputy Human Resources Director Jeremy Hammond presented the Board with one (1) policy for review and approval. The policy presented was Employee Transfers (I-13).
- Chairperson Ellie Bennett requested a minor change to Section 3 (e) of the policy.
- Board Member Erin House motioned to approve the policy as revised, with a second by Board Member Norman Powell. The motion passed unanimously.

## **4. Human Resources Director Updates – Rhonda Strout, Human Resources Director**

- Human Resources Director Rhonda Strout presented the Board with the 2011 HR Board Planning Document, 2011 Meeting Dates and Locations and a current HR Board Roster.
- The Board requested that the City Attorney's Office present in place of the IT Department for future department presentations.
- The Board indicated that they would like for the Departmental Questionnaire to be updated. The Board agreed to have HR revise for the Board's consideration.
- The Board requested information as to which Board Members would be able to serve another term and what seats would be vacant in March, 2011.
- Human Resources Director Rhonda Strout indicated that she would return to the Board with this information at the next meeting.

Board Member Erin House motioned to adjourn the meeting with a second by Board member Normal Powell.

**Next Meeting:** February 07, 2011, City Hall 5<sup>th</sup> Floor Large Conference Room.

**Adjournment:** Meeting was adjourned at 5:38 p.m. by Chairperson Ellie Bennett.

Minutes submitted by: Colene Torres \_\_\_\_\_